

HEATH & SHERWOOD (1964) LIMITED

Box 340, Kirkland Lake, Ontario, Canada P2N 3J2

Telephone 705-567-5313 Fax 705-568-8545

www.heathandsherwood.com



PURCHASING AGENT

Heath & Sherwood (1964) Limited designs, manufactures, and sells mineral processing and smelter related equipment based in our main office in Kirkland Lake, Ontario. Kirkland Lake is a small mining community in picturesque Northeastern Ontario, with a population of 9000. The town offers a great deal to its residents including numerous service and recreational groups, providing residents with the same amenities available in larger urban centers. Surrounded by Canada's beautiful Boreal Forest, Kirkland Lake boasts easy access to skiing, snowshoeing, and hiking trails, as well as numerous areas to hunt, fish, and explore.

In addition to our main Kirkland Lake office, we have a sales office located in Mississauga, Ontario and are a direct affiliate with ConSep Pty Ltd of Australia. www.consep.com.au. We also have agents in India, Mexico, China, Chile, and Italy.

These partnerships allow us to maintain a competitive global presence, servicing our customers in over 65 countries.

The Purchasing Agent will be responsible for the purchasing of goods and services required by all departments. Duties may include but are not limited to the following:

- Expedite purchase orders and follow up on scheduled deliveries
- Process receipts and invoices
- Process purchasing information into Sage 300 system
- Work with suppliers to provide the best price and delivery dates
- Work with suppliers to obtain documents for export processing

The ideal candidate would possess a solid understanding of procurement & sales business environment. We are looking for a self-motivated, independent worker who is computer literate and familiar with the Microsoft Office suite of products. Excellent written and verbal communication, inter-personal, critical-thinking, problem solving, and the ability to multitask and manage a varying workload are required.

A degree or diploma in business, or equivalent experience would be considered an asset, however, those with a desire to learn and a strong work ethic are encouraged to apply.

We offer a competitive wage and benefit package.

Please forward your resume including references to
Heath & Sherwood (1964) Limited
Box 340, Kirkland Lake, ON. P2N 3J2,
to the attention: Alicia Eadie

Or Email: info@heathandsherwood.com / Fax 705 568 8545